Alaska District
Supervisor Safety Briefing

Prepared by the Alaska District Safety and Occupational Health Office
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Supervisor Responsibilities

AR 385-10

- **Responsible for accident prevention to the same extent as with production and service type activities.**

- **Maintain a safe and healthful working environment.**

- **Assure that employees under your supervision observe appropriate Safety and Occupational Health (SOH) rules and regulations, include the use of Personal Protective Equipment (PPE) provided for their protection.**

- **Promptly evaluate and take action as required to correct hazards reported by employees or identified through accident investigation.**

- **Will not initiate or support reprisals action against employees who identify hazards, raise safety concerns or engage in authorized SOH activities.**

- **Use the risk management process during planning, preparation for, and execution of all operations for with you**

Supervisor Responsibilities

EM 385-1-1

- **No person shall be required or instructed to work in surroundings or**

under conditions that are unsafe or dangerous to his or her health,
Section 01.A.01.

- **The employer shall be responsible for initiating and maintaining a**

safety and health program that complies with the U.S. Army Corps of
Engineers (USACE) safety and health requirements, Section 01.A.02.

OSHA, Section 5 Duties ("General Duty Clause")

(a) Each employer

(1) shall furnish to each of his employees employment and a place of employment which are free from recognized

Safety Training

Provide each employee initial orientation and training

- Position Hazard Analysis (PHAs)
- Activity Hazard Analysis (AHAs)
- Composite Risk Management (CRM) for Civilians
- Accident Avoidance Course (AAC)
- Accident Reporting and Recordkeeping (ARS)
- Job specific training as applicable

Identify and monitor employee occupational health exposures as required by job/duty position and work task

- Asbestos, personal protective equipment, respiratory protection, hearing and vision conservation, HTRW, medical surveillance, etc.

Provide refresher training as required

- Review of PHAs or AHAs
- HAZWOPER
- Asbestos (AHERA)
- Monthly tool box meeting

Document all training for record and submit to training

Hazard Reporting and Abatement

- Conduct daily safety inspections of work areas.

- Investigate and report unsafe or unhealthful conditions/environments to

your chain of command and Safety Office.

- Do not attempt to abate any hazard unless it can be done so safely.

When in doubt contact the chain of command, safety office and the facility

manager/maintenance personnel for repairs.

- Maintain prompt communication and follow-up with your employees.

- NEVER take reprisals or adverse action against employees who report

unsafe or unhealthful conditions/environments.

- Work issues or concerns at the lowest level

Accident Reporting

- All on-duty accidents, injuries, illnesses, or property damage must be reported for military, civilian and contractor personnel. All accidents involving military personnel are reported regardless of duty status.
- Provide or seek medical treatment for self or victim
- Secure the accident scene
- Evacuate employees and warn the public if hazardous conditions warrant
- Notify installation Military Police or local police for motor vehicle

  accidents or suspected criminal acts
- Notify supervisor
- Submit accident reports
- Any employee receiving treatment for work related accident requiring treatment by a medical professional shall provide the supervisor with a written duty disposition (i.e., bed rest, restricted duty) before returning to work.

* See CEPOA 6.4-1-WI-01 Accident Reporting and Investigation Work Instruction

Type of Accident or Event	**What To Do**
Class A **Serious Accident** - Fatal Injury - Permanent Disabling Injury - Property damage >$1 Million	**1** - Telephonically contact Marvin Ballard or Safety Office Rep, Deputy Commander or Commander (in that order) immediately **2** - Safety Office: Telephonic and/or e-mail notification to EM, USACE CESO, POD Safety and CRC **3** - Safety Office: BOI team formed, appointed and briefed within 12 hours within the time of the accident **4** - Submit initial POD 265-R to safety office within 2 hours and a follow-up with updates as information becomes available or at least once per day. **5** - Safety Office notifies Federal OSHA within 8 hours if government employee fatality or 3 or more persons hospitalized. Contractor notifies AK OSHA within 8 hours for COE project related contractor fatality **6** - Submit ROSA and PAN within 24 hours
Class B **Serious Accident** - Partially disabling injury or illness - 3 or more persons hospitalized as inpatients	**1** - Telephonically contact Marvin Ballard or Safety Office Rep, Deputy Commander or Commander (in that order) immediately **2** - Safety Office: Telephonic and/or e-mail notification to EM, USACE CESO, POD Safety and CRC **3** - Safety Office: BOI team formed, appointed and briefed within 12 hours

Type of Accident or Event	What To Do
Class C - Lost Work Day Case - Property Damage ≥ $20,000<$200,000	**1** - Notify Marvin Ballard or Safety Office Rep by telephone and e-mail during the duty day of the accident. Safety Office will notify Deputy Commander and Commander. **2** - Submit POD 265-R to safety office within 24 hours. **3** - Reporting office will submit PAN no earlier than the 5th working day after the accident. **4** - ENG 3394 to safety office within 10 working days.
Class D Property damage only (≥$2000,<$20,000)	**1** - Submit POD 265-R to safety office within 24 hours **2** - Submit PAN no earlier than the 5th working day from the day of the accident **3** - Submit ENG 3394 to safety office with 10 working days
Class E -Restricted or light duty, or job transfer - Injury and other injuries or Illness that do not meet the Class A-D criteria - Property damage <$2000	**1** - Submit POD 265-R to safety office within 24 hours **2** - Submit PAN* no earlier than the 5th working day after the accident. **3** - Submit ENG 3394* for restricted/light duty, job transfer and recordable medical treatment (i.e., sutures, prescription meds) to safety office within 10 working days. * ***PAN and ENG 3394 not required for Class E property***

Type of Accident or Event	What To Do
Public Visitor Accidents (Chena Dam Project Area) Fatalities, serious injuries & criminal acts	• **Fatalities:** **1** – Notify supervisor and telephonically contact Safety Office, Deputy Commander or Commander (in that order) immediately. **2** - Safety Office notifies EM, USACE CESO, and POD Safety. **3** - Submit initial POD 265-R to safety office within 2 hours for fatalities with updates as information becomes available or at least once per day. **4** - Safety Office submits ROSA and PAN within 24 hours. **5** - Submit ENG 3394 to safety office with 10 working days • **Serious Injuries:** **1** - Submit POD 265-R to Safety Office **2** - Safety Office notifies Emergency Management • **Criminal Acts:** **1** - Contact law enforcement **2** – Notify Emergency Management (Who, What, When, Where, How and Why)

Army Property Damage

- Report all Army property damage to include:
  - Government Furnished Material (GFM)
  - Government Furnished Property (GFP)
  - Government Furnished Equipment (GFM) provided to a contractor
  - Rental or leased vehicles or equipment for official business
  - Privately Owned Vehicles (POV) authorized for on-duty

  or TDY. Follow accident reporting and investigation procedures IAW District instructions
- Contact installation Military Police or local police for motor vehicle accidents or suspected criminal acts.
- Notify chain of command and Logistic Management Office
- Leasing or rental company may have additional notification and accident reporting requirements. Read leasing or rental agreement/contract.

FECA & OWCP

- Contact local CPAC/CPOC for assistance with all injury and illness claims. The Safety Office does not process OWCP claims.
- Supervisor must complete supervisor section
- Supervisor may controvert/challenge a claim
- Do not delay claims. Claims submitted over 30 days may result in OWCP denial
- Submit medical documentation to support claim

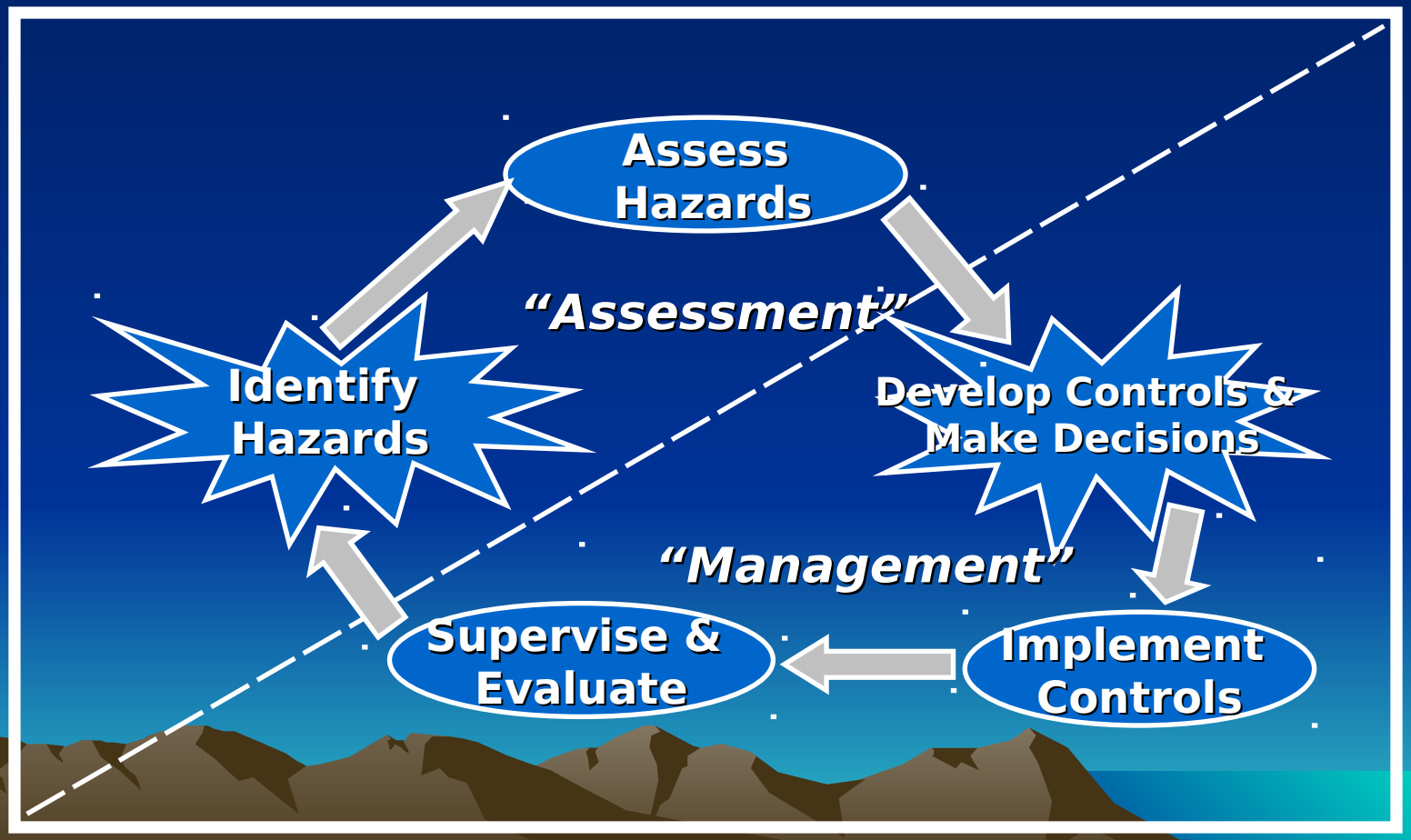
FECA & OWCP

- **A POD 265-R submitted to the POA Safety Office for all injury and illness claims submitted to CPAC. For recordable accidents submit an ENG 3394.**

- **Required CPAC furnished forms for injury and illness treatment at government expense:**

  CA-1, Traumatic Injury (i.e., back injury)
  CA-2, Occupational Disease (i.e., cumulative trauma disorders)
  CA-16, Authorization for Examination and/or Treatment
  CA-20, Attending Physician Report

Apply Composite Risk Management to All of Your Work and Off-Duty Activities



References and Resources

OSH Act 1970 (P.L. 91-596)

Executive Order 12196, Federal Civilian Personnel

Occupational Safety and Health Administration (OSHA) Regulations, 29 CFR 1910, 1926, and 1960

DODI 6055.2, DOD Occupational Safety and Health Program

Army Regulation (AR) 385-10, The Army Safety Program

DA PAM 385-30 Mishap Risk Management

USACE Safety Management Action Plan (SMAP)

EM 385-1-1 Safety and Health Requirements (Green Book), 3 November 2003

Federal Employee Compensation Act (FECA)

Office of Workers Compensation Program (OWCP)

**********NOTICE**********

To ensure training proper credit complete the cert
Of completion have it signed by your supervisor a
submit the certificate to your training coordinator.

U.S. Army Corps of Engineer
Alaska District

Certificate of Completion
For
Supervisor Safety Briefing
(IAW 29CFR1960, EM 385-1-1, & USACE Safety Management Action Plan)
presented to

Name
mm/dd/yyyy

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Employee Supervisor Signature